



Montessori Good Shepherd Preschool  
of Trinity Lutheran Church

# Handbook 2023-2024

## Contact Information

Montessori Good Shepherd Preschool

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Montessori Good Shepherd Preschool is a ministry of Trinity Lutheran Church and is licensed through the Ohio Department of Job and Family Services.

Revised 10/17/22

Welcome to Montessori Good Shepherd Preschool of Trinity  
Lutheran Church!

This wonderful program was founded by Lyn Sorenson, our first director. We are delighted to have you join us this year! We take this relationship of trust seriously, but enter into it joyfully. We believe that the family is the child's primary teacher. Family knows the child best and we hope that throughout our relationship we will be sharing information as well as delighting in your child's increasing independence and joy of learning. We cherish the gifts you will be bringing to our program!

This is your Family Resource Handbook. Much of it is required information and confirmation of our compliance with many statutes that protect children and families in Ohio. We welcome your feedback regarding this handbook so it can become useful. Thank you for joining us in this journey!

Blessings,  
Montessori Good Shepherd Preschool Staff

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## **GENERAL INFORMATION**

**Licensing:** Montessori Good Shepherd Preschool is licensed to operate by the Ohio Department of Job and Family Services. Our license capacity (the number of children in each age category we are licensed to serve) is available on the center’s license and is posted in the office. Laws and rules governing our program are available for review upon request. The center’s licensing record including compliance reports, complaint investigation reports and evaluations from the health, building and fire departments that inspect the center are posted and available upon request from the ODJFS. The toll free number for ODJFS is on the posted license.

### **Philosophy of Montessori and the Catechesis of the Good Shepherd:**

Montessori principles empower children to learn their place in God’s world and toward independence. Young children learn best through sensory experiences and activities. Montessori materials reflect this and support children in becoming independent. The Catechesis of the Good Shepherd is an approach to the religious formation of children. It is rooted in the Bible, the liturgy of the church and the educational principles of Maria Montessori. The Catechesis of the Good Shepherd is a certificated Montessori Program with planned scope and sequence for the spiritual formation of young children. Many faiths including Catholic, Methodist, Brethren, Presbyterian, Lutheran, Greek Orthodox, Episcopal, Anglican and others include the Catechesis curriculum and materials in their children’s programs.

The Montessori Catechesis of the Good Shepherd program inspires wonder and a joy of learning more about God, His world and His Word. The program fosters spiritual growth in the Christian tradition with a focus upon:

- Child-sized depictions of the Life of Christ
- Child-sized environment
- Scripture
- Joy, praise, language development, auditory memory and self-control through music
- Peaceful environment for work with spiritual and Montessori materials
- Lessons in grace and courtesy
- Intergenerational relationships

**Curriculum:** Before a child begins to read and perform other academic tasks, the child must first gather meaning from the world and develop an awareness of concepts. To do this the child must have many satisfying sensory and sensory-motor experiences. She/he must touch, feel, smell, hear and see. We want each child to grow in an atmosphere that will develop a positive self-concept and a feeling of accomplishment, self-worth and self-respect. An outgrowth of positive self-concept is self-motivation.

**Curriculum activities will be from these broad areas of learning and include Montessori-appropriate materials in a Montessori setting:**

1. Social-Emotional Development (cooperating, sharing, taking turns, expressing feelings, etc.)
2. Physical Development and Physical Fitness (fine motor, large/small muscle development, balance, locomotion, non-locomotion, senses, body awareness, etc.)
3. Cognitive Experiences (reasoning, problem solving, size/shape recognition, language and communication activities, qualifying, recognizing likeness and differences, etc.)
4. Creative Experiences/Expressions (exploration with a variety of media such as paint, paper, glue, clay, etc., music, music movement and dramatic play opportunities)
5. Religious Development (developing an understanding of Jesus as God's son, growing in love and trust in God, seeing oneself as a child of God)

and talking to God in prayer (using of the Catechesis of the Good Shepherd)

**Guidance and Management Policy:** Staff members assigned to supervise a child or group of children shall be responsible for their guidance and management, which shall emphasize the development of the child through guidance and direction which is positive, consistent in approach and helps the child develop self-control and acceptable behavior.

- Rules and directions shall be clear and concise, so they are easily understood by the child.
- Positive reinforcement, direction and redirection will be emphasized.
- The staff will be consistent in the application of necessary rules.
- Positive, acceptable behavior shall be recognized and encouraged.
- Children will be helped to seek alternatives to unacceptable behavior, resulting in self-control.
- No child shall discipline another child.
- Staff members will not punish an entire group of children due to the unacceptable behavior of one or a few children.
- The staff attitude in guidance and management shall reflect respect for the child.
- Techniques of guidance and management shall not shame, humiliate or frighten any child.
- Separation (when used as guidance and management) shall be brief in duration and appropriate to the child's age/circumstances and the child must be within hearing and sight of a staff member in a safe, lighted, well-ventilated space.
- The center will not neglect or abuse children and will protect children from abuse and neglect while in the center's care.
- The administrator and each employee of the child care facility is required under Section 2151.421 of the Ohio Revised Code to report their suspicions of child abuse or neglect to the local public children's service agency.

**Staff Information:** Listed below are those who will be working with your child this year on a regular basis. We all have the required information on file needed under the Ohio Department of Job and Family Services.

Mrs. Cindy Duffey – Director/Co-teacher

Hours: Monday-Thursday

*NAMC International Montessori EC Teaching Diploma*

*Montessori Assistant Training*

*Early Childhood Education*

Mrs. Nicole Wilbert – Spiritual Formation/Co-teacher

Hours: Monday - Thursday

*Catechesis of the Good Shepherd*

*NAMC International Montessori EC Teaching Diploma*

Mrs. Kari Emmons – Montessori Assistant

Hours: Tuesday-Thursday mornings

Mrs. Megan Bright – Office Assistant/Substitute

Hours: Monday and Wednesday

*Business Administration degree*

Ms. Paula Watson – Substitute

Hours: Monday-Thursday; as needed

**Tuition and Fees:** Tuition payments are made through an online program. You will receive paperwork to complete your payment information before school starts. Monthly tuition is as follows:

3 half days	\$ 140.00
3 full days*	\$ 305.00
4 half days	\$ 180.00
4 full days*	\$ 360.00
4 mornings + 2 afternoons*	\$ 305.00

\* Tuition includes the lunch hour for all day.

No refund or credit in tuition for school closings for any reason other than billing errors. (Force Majeure)

Families will be charged \$5 for each 10 minutes that children remain after their scheduled pick-up time.

Example: If your scheduled pick-up is 11:30 and you arrive at 11:40, you will be charged \$5. ***Money is due before child returns to Montessori the next scheduled day.***

The center's tax ID number will be provided to parents/guardians upon request.

**Nursing Mothers' Space:** Space is available for mothers to nurse younger siblings in the Infant Nursery. Exit out of the Montessori classroom, walk the length of the hallway (including first set of steps) and enter the last door on the right.

**Enrollment Policy:** We enroll bathroom independent children ages 2 ½ to 5. The state requires that we have no more than 24 children in the classroom at any given time and regulations are stricter with children under 3 years of age. Classroom openings are filled based on this rule and will be filled first-come, first-serve for families on the waiting list pool with consideration to proper age demographics. When wanting to enroll a child or re-enroll a child, parents or guardians need to fill out a registration form and submit a \$50 non-refundable registration fee to be added to the waiting pool.

**Registration Forms:** There are several required forms that we must have on file for each child at the start of the school year, some of which must be updated periodically.

- Registration Form
- Child Enrollment Form and Health Information
- Directory Sharing Information
- Authorized Pick-up Form
- Photo Release

- Field Trip Permission
- Family Resource Guide Statement of Agreement
- Child Medical Statement and immunization record. In line with state regulations, we require children be immunized with the exception of those with a physician's signature of approval not to immunize, or a statement declining immunizations on the grounds of conscience or religion that must be signed by the child's parents. A child's physical is valid for one year. It is your responsibility to keep the school updated with the form. The state does not allow children to attend without a current physical form on file. **We must have this form within 30 days of first day of school. After the 30 days, if we still have not received the form the child is not able to return back to school until we receive it.**

**Withdrawal Policy:** If the parent or guardian chooses to withdraw a child from the program, they shall notify the director in writing one month in advance of the child's last day. Failure to notify the center one month in advance will result in you being charged for that monthly period. For withdrawals occurring after March 31, the parents are still **responsible for the full year's tuition amount.**

We embrace ALL children and families, and while we will make all reasonable efforts to work together to ensure a successful experience, there are occasions when a family might be asked to leave the program.

**Such occasions are as follows:**

- A child's needs cannot be met in the program at that particular time
- A child's behavior is not being managed despite a documented intervention plan and accommodations

For example:

\* A child is unwilling/unable (following intervention) to handle materials according to their intended use

\* A child is unwilling/unable (following intervention) to interact with staff and/or peers with care and respect

- Parent/guardian/child non-cooperation with administration/staff
- Tuition nonpayment, including failure to pay on time
- Children will not be accepted if parents/guardians refuse to grant consent for transportation for emergency treatment

## DAILY OPERATIONS

### Hours of Operation:

M-TH 8:15am to 11:30am

M-TH Lunch for children who stay all day from 11:45am to 12:30pm

### Daily Schedule: Morning

8:15 – 8:30	Drop-off
8:30 – 11:00	Work time
11:15 – 11:30	Outdoor/indoor exercise
11:15 – 11:30	Dismissal
11:45 – 12:30	Lunch

### Afternoon

12:30 – 3:00	Work time
3:00 – 3:30	Outdoor/indoor exercise
3:15 – 3:30	Dismissal

**Weather-related Closings:** We are open from the beginning of September to the end of May, with the schedule varying slightly each year. **We follow the weather closings of Ashland City Schools.** Should the program close due to inclement weather, WNCO 101.3 (Ashland/Mansfield) will carry the information. WMFD also offers closings online and a text message service by signing up for “Ashland City Schools” and the messages will be sent directly to your phone. *\*When Ashland City Schools has a two-hour delay, we will begin at 10:15 am. If you choose to attend on these days, please bring your child to the classroom. Departure time remains the same.*

## POLICIES AND PROCEDURES: FAMILIES

### Parent/Teacher Communication: Attendance-related communication.

Please text or leave a message at (419) 564-7257 for Mrs. Duffey or (412) 335-8812 for Mrs. Wilbert if your child will be absent. You may also contact us by calling the Trinity office at (419) 289-2126 or by email at [montessori@trinityashland.org](mailto:montessori@trinityashland.org). We maintain an open door policy and welcome parents to inquire about the care their child is receiving or to check

progress that is being made. If your child is consecutively absent for more than 10 days with no notification, we will begin the withdrawal process. You will be notified when this process begins.

**Parent Communication and Conferences:** Teachers will communicate with parents on a regular basis regarding their child. During drop-off and pick-up times, communication will likely be brief. If a situation requires more than a few minutes to discuss or is private in nature, teachers will work with parents to schedule a separate meeting time. Call, text, or email if you need to schedule a meeting outside of school hours. There will be regularly scheduled parent/teacher conferences with each family a minimum of once per year.

**Assessment:** We monitor and record children's activities and progress. We maintain ongoing records and informal assessments. Details will be given to parents as requested and at scheduled conference times. There are times that we make recommendations for further evaluation to assist a child with their development or to help discover more information about a child's learning style. Any such formal screening or assessment will be undertaken through the parents' initiative. Parents will determine whether results will be provided to Montessori Good Shepherd Preschool or to any other agency.

**Visiting the Classroom:** Children may be visited throughout the day by their parent or guardian. During the visit the child must remain with his or her class at all times. If the child is removed from the class, he/she must be signed out by an approved individual and would be not considered under our supervision. Since we are mainly a student-led environment, it is important that visitors be silent observers in the classroom and be careful not to interrupt the learning that is happening around them.

**Late Arrival/Early Departure:** Late arrival and early departure should not occur unless absolutely necessary. We require the teachers to be able to attend to each child in the classroom in particular ways that support their development. Once a session has begun, teachers are not immediately free to attend to those outside of the classroom. As you arrive, please text the teacher and wait in the hallway for a reply. Another option is to notify the

secretary or receptionist in the main office. Someone in the main office will then make a phone call to the classroom. We will come as soon as we are able to do so without disrupting the children.

**Pick up/Drop off:** All children are to be checked in by the person bringing them upon arrival. Do this by speaking to the staff person who is recording attendance. She will mark the time your child is arriving and departing. We suggest that you drop your child off as close to 8:15 as possible. All children must be checked out and picked up by a parent or person designated on their authorized pick up form and this person must be at least 18 years of age. If someone picking up the child is unfamiliar to the staff (including parents and guardians), he/she must have picture identification. Staff must also verify the person's identity on the enrollment and/or authorization form.

**Bathroom Independence:** Children must be considered toilet trained and able to toilet and dress independently before being admitted into the program. We realize toileting accidents happen, especially with very busy young children. We will work with families to achieve independence, but it is the responsibility of the family to practice these skills at home, including (but not limited to): choosing a proper amount of toilet paper, proper wiping, proper hand-washing with soap, dressing and undressing, etc. Please supply a change of clothes (including underwear and socks) in a large, labeled Ziplock bag for your child(ren) as well as periodically monitor the clothing for size and season appropriateness.

**Clothing Suggestions:** The Montessori environment works best when non-distracting, simple, comfortable play clothes are worn. The focus will then be on the materials/activities. The child must be able to manage his/her clothing independently. **Indoor/Classroom Clothing:** We suggest indoor shoes/slippers with rubber soles and closed backs. These will be kept in the child's locker when not being worn. **Outdoor Clothing:** We will be outside on most days. Please dress your child appropriately for Ohio's changing weather. These items include: rain boots, snow boots, snow pants, heavy coats, hats, mittens, etc.

## **POLICIES AND PROCEDURES: LEGAL**

**Custody Agreements:** In matters of custody, the center requires a court order by the judge determining custody. However, any custodial parent or guardian of a child enrolled in a child care center shall be permitted unlimited access to the school during hours of operation for the purposes of contacting their child(ren), or evaluating the care of the premises. A parent of a child enrolled at the school who is not the child's residential parent shall be permitted unlimited access to the school and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. Upon entering the school, the parent or guardian shall notify the administrator or designee of their presence. All documentation of custody needs to be provided to the center as soon as it is available. Information regarding a child(ren) enrolled will be provided to the residential parent. This includes illness, emergencies and general information. It is the responsibility of the residential/custodial parent to contact the non-residential/non-custodial parent. In the event that a domestic or family dispute interferes with the functioning of the school and the well-being of the staff and other children, we reserve the right to discontinue enrollment of your child(ren) at any time.

**Concealed Weapons Policy:** Employees, parents or guardians may not possess or use any weapon regardless of whether a person has a concealed weapons permit (CCW) or is allowed by law to possess a weapon on the property of Trinity Lutheran Church. Weapons include (but are not limited to) guns, knives or swords with blades over four inches in length, explosives or any chemical with the purpose to cause harm to someone.

## **POLICIES AND PROCEDURES: HEALTH AND SAFETY**

**General Emergencies:** We are committed to making our environment a safe and healthy place for your child(ren). Our program operates in an open church. During the operating hours, other members and groups of the community use the church to conduct meetings and other functions.

For this reason, the following policies are set forth:

- No child shall be left alone or unsupervised by his/her parents prior to school.
- No child shall be left alone or unsupervised by his/her teacher during school hours or until the child is picked up by the parent/guardian.
- No child shall be released to any person not authorized by a parent to pick up the child. Written or verbal authorization must be given to the center in this regard.
- Our school will conduct monthly fire drills and periodic tornado drills.
- Our school must conduct Emergency Lockdown Drills.
- Staff members shall immediately notify a local public children's service agency if they suspect that a child has been abused or neglected.
- Staff members have access at all times to a telephone in the Montessori classroom and office.
- A fire emergency, place of refuge and weather alert plan are posted.

In the event of general emergencies, staff and children will exit the building via the nearest posted safe exit and proceed directly next door to The Good Shepherd Manor House, 622 Center Street. Our secondary site is Ashland Theological Seminary, 908 Center Street. If loss of power, heat or clean water occurs and inhibits the provision of the children's basic needs and state licensing requirements, parents will be contacted and all children will be sent home.

**Accidents/Injuries:** In case of an accident or injury, medical or dental, the parents and 911 (if necessary) will be contacted immediately. (1) If the school is unable to contact parents, the teacher will follow the contact procedure on the emergency sheet in the child's file. (2) The child's medical records shall be transported to the source of medical assistance with the child. (3) An incident report will be given to parents on the day of (a) an accident or injury and/or (b) if emergency transportation is required. Procedures for medical and dental emergencies are posted in the classroom and office. ***If any of your child's medical or contact information changes, please let us know so we can make the necessary changes in your child's files.***

An Incident/injury report will be completed by the center for:

- an illness which requires first aid treatment or parent notification
- an accident which requires first aid treatment
- an injury which requires first aid treatment
- emergency transporting
- an unusual or unexpected event which jeopardizes the safety of children or staff

**Illness/Communicable Disease:** A child with any of the following symptoms will be immediately isolated and discharged to the parent/guardian:

- Temperature of at least 100 degrees F (auxiliary), when in combination with any of the following signs or symptoms of illness: lethargy, vomiting, extreme tiredness, severe coughing or difficulty waking up
- A child with a temperature of 101 degrees F or above
- Three cases of diarrhea within a 24-hour period
- Severe coughing that causes the child to become red or blue in the face or a cough that makes a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning or itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey/white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated, carefully observed for symptoms and the parent will be notified. If a child does not feel well enough to participate in activities, the parent will be called to pick them up. Anytime a child is isolated they will be kept within sight and hearing of a staff member.

If your child contracts a communicable disease, please advise a staff member. Children will be readmitted to the program after being fever free for at least 24 hours (*without the aid of Tylenol/Motrin*). If they are not symptom

free, a doctor's note will be required stating that the child is not contagious. Sanitizing shall be performed daily according to the sanitizing schedule.

**Administration of Medications:** Our staff can administer medication required for a specific, approved medical plan when trained to do so by the parent. In the event a child needs such a medical plan, it will be the responsibility of the parent to train staff in its administration. However, staff will not administer medication that is not a permanent, approved medical plan. Any topical creams, vitamins, chapstick, lotion, sunscreen, etc that are in the original container can be administered by staff or child with proper documentation. Item must include a handwritten and signed note from the parent/guardian with the child's name, date, product, when to administer and how much, symptoms to watch for, start and end date, and attach physician's directions if applicable. Parents with children who may require epi pens should arrange with the staff to have an epi pen on hand at all times.

**Food Supplements or Modified Diets:** If your child requires a food supplement or a modified diet, we must have written documentation from your physician. Information must be submitted on the appropriate physical and medical forms from the Ohio Department of Job and Family Services.

**Field Trips/Special Activities:** Field trips off-premises and routine trips on-premises are taken throughout the year to expose children to a variety of experiences. A person trained in first aid as well as a first aid kit will be available on all field trips. An emergency transportation authorization and health record for each child is also taken. A separate field trip form is required for each trip off-premises; routine trips on-premises are covered by one form. In order to ensure the safety and adequate supervision of children traveling off the premises of the center, the adult/child ratios will change. Attendance will be taken throughout our trip.

## **POLICIES AND PROCEDURES: CHILDREN**

**Newsletter:** We will keep parents informed about activities as well as provide information on activities, important dates, etc. in a monthly newsletter.

**Facebook Page:** Current information will be posted on our closed Facebook page, *Montessori Good Shepherd of Trinity Lutheran Church Family and Friends*.

**Birthdays/Gifts:** We believe that each child's birthday is special and should be celebrated. If a parent wishes, they may bring in a special treat for the entire class to celebrate their child's birthday. Birthday treats must be individually wrapped. Please let a staff member know when you will be bringing this in and what you will be bringing. Please do not hand out party invitations at school.

**Outdoor Play:** When children are taken outside, or elsewhere as a group, a notice is left on the door of the classroom. We will provide outdoor play in suitable weather each day for any child in attendance for more than four consecutive daylight hours. Outdoor play will be limited due to weather or safety issues. When children are unable to go outside, we will participate in indoor gross motor/large muscle activities.

**Snacks and Lunches:** We do not serve meals or have food service as part of the program. There will be a daily snack provided to the children and we appreciate if families are able to contribute. Snacks must be individually prepackaged portions, and we ask that you choose low-sugar options.

- Children who eat lunch should bring their own well-balanced lunches that do not need to be refrigerated or heated.
- It is beneficial if your child can open packages independently.
- Please do not send candy or pop in their lunch.
- Staff will discourage children from sharing lunch items with others.

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